

STATE OF NEW JERSEY



WEIGHTS & MEASURES

C400000-999

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY NUMBER C400000	SCHEDULE NUMBER 999	PAGE NUMBER 1 OF 3
DEPARTMENT Weights and Measures DIVISION BUREAU		AGENCY REPRESENTATIVE TITLE (AREA CODE) TELEPHONE NUMBER		
SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.				
AGENCY REPRESENTATIVE SIGNATURE <i>Michael D. Hendricks</i>		DATE 8-9-91	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE <i>Caesar Accone</i>	
				DATE 10/16/91
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY RETAIN IN	RECORDS CENTER	DISPOSITION
0001-0000	Annual Report (To State)	Permanent		Permanent
0002-0000	Application for Appointment as Certified Weigh Master (Copy)	3 yrs		Destroy
0003-0000	Application for Renewal of Weighmaster Certification (Copy)	3 yrs		Destroy
0004-0000	Application for Certificate of Designation to Weigh Solid Fuel (Copy)	3 yrs		Destroy
0005-0000	Certificate of Approval of Standards (Inspection)	7 yrs		Destroy
0006-0000	Complaints	5 yrs after disposition		Destroy
0007-0000	Correspondence	3 yrs		Destroy
0008-0000	Daily Log of Field Visitation	5 yrs after final entry		Destroy
0009-0000	Equipment Files			
0009-0001	Equipment Inventory	2 yrs		Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		
		AGENCY	RECORDS CENTER	DISPOSITION
0009-0002	Equipment Installed or Repaired	2 yrs		Destroy
0009-0003	Equipment Stolen	2 yrs after recovery		Destroy
0010-0000	Inspector's Daily Report	7 yrs		Destroy
0011-0000	Inspection Card File	2 yrs		Destroy
0012-0000	Investigation Files	7 yrs after completion of investigation		Destroy
0013-0000	Monthly Report of Superintendents of Weights and Measures (To State)	5 yrs		Destroy
0014-0000	Receipts	6 yrs		Destroy
0015-0000	Record of Re-weights on Packaged Foods	7 yrs		Destroy
0016-0000	Report of Liquid Meter Test	7 yrs		Destroy
0017-0000	Report of Liquid Meter Test and Tank Truck Calibration	7 yrs		Destroy
0018-0000	Report of Test or Inspection of Solid Fuel	7 yrs		Destroy
0019-0000	Report of Test or Inspection of Liquid Fuel	7 yrs		Destroy
0020-0000	Summons	7 yrs		Destroy
0021-0000	Warning Report	7 yrs		Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0022-0000	Weighmasters Training Certification and License Files	7 yrs after expiration of license		Destroy
0023-0000	Weights and Measures of Service Station and Inspection	7 yrs		Destroy
0024-0000	Reports of Weighing and Measuring Devices	7 yrs		Destroy
0025-0000	Court Case Reference Cards	5 yrs after disposition of case		Destroy